

## VDH ADAP Vaccine Reimbursement Procedure

Local Health Departments (LHDs) administering vaccines to ADAP clients will use the following administration and billing procedure:

1. LHDs can utilize current vaccine inventory and order Ryan White allowable vaccines from the Central Pharmacy when more vaccines are needed.
2. Agency Transaction Voucher (ATVs) must be reviewed by HIV Care Services (HCS) staff for client eligibility and to ensure charges are allowable. The HCS ADAP Operations Specialist will ensure that vaccines charged are included on the ADAP Formulary (hepatitis A, hepatitis B, hepatitis A/B, influenza, pneumovax, pneumococcal conjugate, Tetanus and Diphtheria (Td), and Tetanus, Diphtheria, and Pertussis (Tdap)) and reimbursement is requested within 30 days of the end of the month in which the vaccine is administered. Requests outside of 60 days will be denied.
3. Effective immediately, LHDs will key ATVs for immunizations provided at their site. Each LHD has a Chart of Accounts (COA) code for Ryan White Vaccination Reimbursements.
4. In order for LHDs to receive reimbursement for vaccine costs (only vaccine cost is reimbursed, not a fee for administration), ATVs must be approved and authorized by an HCS ADAP Operations Specialist before LHDs may key in F & A. The approval email from the HCS ADAP Operations Specialist will state "Attached is the approved ADAP immunization ATV for processing by your health district". A scanned-approved ATV will be emailed to the LHD. The approved ATV includes the voucher number and date provided by the LHD. The HCS ADAP Operations Specialist will review the respective health district chart of accounting code on the submitted ATV.
5. Once approval is received via email from the HCS ADAP Operations Specialist the Local Health District will key the approved reimbursement ATV amount in F & A.
6. LHDs may continue to fax immunization supporting documentation (may include documentation from Webvision) to the HCS ADAP Operations Specialist at (804) 864-8050. To expedite the approval process, the ATV may be faxed or emailed. **Client identifying information may not be emailed.**
7. The HCS ADAP Operations Specialist will reconcile ATVs paid to LHDs of approved charges against records on a quarterly basis, using expenditure reports provided in VDH fiscal reports.

HCS staff in collaboration with VDH Fiscal or Business Manager will follow up with LHDs to reverse any unauthorized ATVs.

8. The ATV template may be found by visiting [www.vdh.virginia.gov/ADAP](http://www.vdh.virginia.gov/ADAP) and clicking on the Formulary tab.
9. The current VDH Ryan White Program vaccine ATV process for VCU Health System Infectious Disease Clinic and Capital Area Health Network (CAHN) will remain the same.
10. Please contact the Medication Eligibility Hotline for additional questions at 1-855-362-0658.